

REQUEST FOR APPLICATIONS RFA #GD0-CSPD-12

Office of the State Superintendent of Education

**Office of Public Charter School Financing and Support
FY 2012 Charter Schools Program Dissemination Grant**



Office of the



State Superintendent of Education

2nd RFA Release Date: February 17, 2012

1st RFA is amended and re-issued as to Eligibility Criteria and not Rescinded

1st RFA Release Date: January 27, 2012

2nd Application Submission Deadline: March 15, 2012

1st Application Submission Deadline: February 27, 2012

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

Checklist for Application
FY 2012 Charter Schools Program Dissemination Grant

- ☐ The applicant is submitting one (1) original application (hard copy) and one (1) electronic copy emailed to opcsfs.funding@dc.gov. (PDF Format is preferred.) If the applicant fails to submit (1) original application and (1) electronic copy, the application will not be reviewed.
- ☐ The applicant has responded to all sections of the Request for Applications (“RFA”) and the application contains all the information and Attachments requested.
- ☐ The Application Content section is complete. **Be sure to review the Application Format and Narrative Criteria requirements under Sections 3.1., and 3.2.** The review panel will not review applications that do not conform to the application format.
- ☐ Attachments
 - ☐ 4.1. Attachment A Application Cover Sheet
 - ☐ 4.2. Attachment B Logic Model
 - ☐ 4.3. Attachment C Budget
 - ☐ 4.4. Attachment D Official Intent to Apply Notification
 - ☐ 4.5. Attachment E Original Receipt
 - ☐ 4.6. Attachment F Eligible Public Charter Schools
 - ☐ 4.7. Attachment G Agreement to Comply with Assurances
- ☐ The applicant has submitted the Official Intent to Apply Notification form by **February 21, 2012** (*Attachment 4.4.*).
- ☐ The application is submitted to the OSSE no later than 5:00 p.m. on the deadline date of **March 15, 2012**.
- ☐ **Applications received at or after 5:01 p.m. EST, on Thursday, March 15, 2012, will not be forwarded to the Review Panel. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m.** Applicants will not be allowed to assemble or copy application materials on the premises of the OSSE. Applications must be ready for receipt by the OSSE.

FY 2012 Charter School Program Dissemination Grant

REQUEST FOR APPLICATIONS

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**Office of the State Superintendent of Education
Request for Applications RFA #GD0-CSPD-12
FY 2012 Federal Charter Schools Program Dissemination Grant**

Section 1. General Information

1.1 Introduction

This Request for Application (“RFA”) addresses Title V, Part B under the No Child Left Behind Act of 2001 (P.L 107-110) – Charter Schools Program (CSP). The District of Columbia was successful in receiving a grant under this program from the U.S. Department of Education (“ED”) to support charter school developers in the planning and initial implementation of charter schools, and the dissemination of information on charter schools. The Office of the State Superintendent of Education (the “OSSE”) is administering the FY 2012 competitive grant to applicants seeking funding under the CSP. The OSSE has set-aside no more than ten (10) percent of the total grant award for public charter schools to disseminate best practices. District of Columbia public charter schools that are currently operating, have been in operation for three or more years, have not received a dissemination grant in the past, and have demonstrated overall success are encouraged to apply for a dissemination grant. The applications are due on **March 15, 2012**.

1.2 Purpose of Grant Funds

Dissemination funds shall be used by public charter schools to assist other schools in adapting the public charter school's program (or certain aspects of the public charter school's program), or to disseminate information about the public charter school, through such activities as:

1. Assisting other individuals with the planning and start-up of one or more new public schools, including public charter schools, that are independent of the lead charter school and the lead charter school's developers, and that agree to be held to at least as high a level of accountability as the lead charter school;
2. Developing partnerships with other public schools, including public charter schools, designed to improve student academic achievement in each of the schools participating in the partnership;
3. Developing curriculum materials, assessments, and other materials that promote increased student achievement, and are based on successful practices within the lead charter school; and
4. Conducting evaluations and developing materials that document the successful practices of the lead public charter school and that are designed to improve student performance in other schools.

The grantee shall ensure that any publication that contains project materials also contains the following statements:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.” EDGAR 75.620(b)

1.3 Grant Award

The Federal Charter Schools Program Dissemination Grant is competitive. A panel of individuals with knowledge of school reform, public charter schools, education quality, and governance will review all eligible applications. Grant award payments will be made in accordance with the approved grant application, performance objectives, and accompanying budget for the program or service. A final accounting for the entire project shall be submitted to the Office of the State Superintendent of Education no later than ninety (90) days after either the final expenditure of grant funds or by the end of the grant period, whichever comes first.

1.4 Funds Available and Funding Period

A total of \$696,470 in grant funds will be available for this grant competition. A minimum and maximum grant award amount is established by the evaluation rubric which is based on eligibility and merit. Two (2) grants will be awarded to each level and the grant period will not exceed two years.

There are two levels of grants to be awarded based on scoring range:

- Level 1 Performers \$200,000 Rubric Score of 125-115
- Level 2 Performers \$148,235 Rubric Score of 114-104

1.5 Eligibility

Due to the revision of the District of Columbia’s definition of elementary and secondary education to now include Pre-K, and the Department of Education recognizing the revision of DC Code, LEAs providing Pre-K only programming are now eligible for CSP funding. In addition, an eligible applicant, as referenced in P.L. 107-110, Sec. 5204 (f)(6)(A), is a public charter school that:

- Has been in operation for at least three years and demonstrated overall success, including:
 - Substantial progress in improving student academic achievement;
 - High levels of parent participation and satisfaction; and
 - The management and leadership necessary to overcome initial start-up problems and establish a thriving, financially viable charter school.
- Grant applicants must also conform to the definition of a public charter school in the No Child Left Behind Act (P.L. 107-110, section 5210 (1)) in order to be eligible for Charter Schools Program grant funds.

*** NOTE – The Disseminating LEA/Campus must meet these eligibility requirements**

1.6 Permissible Use of Funds

A public charter school may **not** use dissemination grant funds for the following:

1. Directly or through a contractor, for marketing or recruitment activities designed to promote itself for programs, to parents or the community;
2. For regular operating expenses; or
3. For implementing activities, programs, etc., to be disseminated at a later date.

However, grant funds **may be used** to:

1. Develop materials documenting successful practices of the public charter school for the educational purpose of assisting other schools in improving student academic achievement.
2. Any public charter school receiving a dissemination grant must provide thorough and high-quality information that meets the needs of other schools trying to learn from the public charter school's experience.
3. Examples of dissemination activities include the following:
 - Activities that have been proven successful for at least a minimum of one year
 - Activities that help improve existing public charter schools or regular public schools
 - Activities that help to open new schools (including public charter schools)
 - Activities that share the lessons learned by public charter schools; and
 - Activities that create and/or disseminate materials that will assist in the operation of public charter and/or traditional public schools.

1.7 Grant Monitoring

The OSSE will utilize several methods to monitor the CSP grant such as; collection of reports, audit reviews, desktop and on-site monitoring. For example, this may be accomplished by reviewing and approving quarterly performance and financial reports. All information in these reports is subject to verification, and the OSSE may require additional information from the grantee, verify information with the authorizing entity, require the submission of invoices and receipts, or use any other appropriate and legal means to obtain such verification.

The OSSE will also conduct on-site monitoring visits to grantees during the grant project period. The grantee will be monitored against the following indicators:

- compliance to sub-grant application;
- CSP quality and performance assessment; and
- administrative and fiscal responsibilities.

Prior to these monitoring visits, the grantee will be required to submit pre-monitoring documentation that will allow the OSSE to conduct a useful, efficient, and effective visit. The specific schedules for site visits and submission of reports will be provided in advance to the grantee.

SECTION 2. SUBMISSION OF APPLICATION

2.1 Schedule

- **RFA Release**
This **2nd release of the RFA is February 17, 2012**. The RFA is available both on-line at www.osse.dc.gov and in hard copy at the Office of the State Superintendent of Education located at 810 First Street, NE, 9th Floor, Washington, DC 20002. **NOTE – Those LEAs that did not initially respond to the 1st RFAs Intent to Apply Notification to the Pre-Application Conference are not eligible under this 2nd released RFA.**
- **Pre-Application Conference**
A required Pre-Application Conference for this **2nd released RFA will be held on Thursday, February 23, 2012 from 10:00 p.m. to 11:30p.m., at 810 First Street, NE, 9th Floor, Washington, D.C. 20002, Conference Room 9003.**
- **Intent to Apply**
All eligible applicants seeking to receive funding under this grant must submit the Intent to Apply form (see Attachment D) to the OSSE by 5:00 pm on **Tuesday, February 21, 2012**. The Intent to Apply form should be submitted via email to matthews.wright@dc.gov or facsimile at (202) 727-2019.

2.2 Review Panel

The review panel for this RFA will be composed of neutral, qualified professional individuals who have been selected for their unique related experiences. The review panel will review, and score, each applicant's proposal. When the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. The Office of the State Superintendent of Education will make the final decisions.

2.3 Application Submission Date and Time

All applications (**1st and 2nd release**) are due on **March 15, 2012 by 5:00 pm**. Applications submitted after this date will not be reviewed.

The application needs to be delivered to:

The Office of the State Superintendent of Education
810 First Street, NE, 9th Floor
Washington, D.C. 20002
Attention: Matthews Wright, Office of Public Charter School Financing and Support

Applicants must submit one (1) hard copy to OSSE. An electronic copy should be submitted via email to opcsfs.funding@dc.gov by **March 17, 2012**. The Office of the State Superintendent of Education shall not accept applications submitted at or after 5:00 p.m.

If you are submitting the soft application electronically, Attachment E, Original Receipt, does not need to be included in the application. The submitted hard copy, must have two (2) copies of the original receipt.

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

SECTION 3. APPLICATION CONTENT

3.1 Format and Scoring

The maximum number of pages for the total application narrative **cannot exceed fifteen (15), (including bullet items), single-spaced on 8½ by 11-inch paper.** Margins must be no less than one inch and a font size of 12-point is required (Times New Roman or Courier type recommended). Pages must be numbered. **The review panel will not review applications that do not conform to these requirements.** Submit your grant application in the order listed below. Grant applications with an omitted section or with sections out of order may be returned to you and may not be scored.

3.2 Narrative Criteria

Part A – Eligibility (max. 10 Points) (not part of page count)

- Provide quantified details of parent participation and/or satisfaction and the methods used to obtain positive results.
- Provide a brief narrative reflecting the substantiated progress of student academic achievement at the lead LEA/campus that will produce the desired alignment of goals, objectives and activities at the partner LEA to document substantial progress in improved student academic achievement (i.e. Tier 1, Tier 2, PCSB Excellence Award, or evidence to corroborate substantial progress).

Part B - Application Content

- **Project Need (max. 15 Points) (max. 2 pages)**
 - Briefly describe with whom you are partnering, each schools educational program and a brief profile of school's student population.
 - Briefly provide a data baseline reflecting the current standing of the partner LEA and project a level of expected attainment in the area that has been selected for dissemination.
- **Priority Initiative (max. 25 points) (max. 3 pages)**
 - An applicant may propose to choose one (1) priority initiative as a key part of the dissemination project. To ensure that the chosen Priority Initiative is in agreement with the Project Need, the applicant should provide narrative demonstrating how to:
 1. Disseminate best practices designed to improve student achievement through an explicit partnership with one or more non-charter public schools; or
 2. Disseminate best practices on any of the following initiatives:
 - ✓ Fiscal management and governance
 - ✓ Parental involvement
 - ✓ School climate and safety
 - ✓ College awareness and success
 - ✓ Data driven instruction and benchmark assessments
- **Logic Model and Narrative**
 - Logic Model (not part of page count)
 - Complete a copy of Attachment B for each stated goal. The max. number of goals should not exceed three (3)
 - Narrative (max. 7 pages) (max. 30 points)

- Discuss the rationale for the proposed project including any evidence and/or research which suggests that the proposed strategy will work
 - Describe the logic model goals and how they align with the expressed need.
 - Inputs
 - ✓ What “best practice” or scientific method will you use as the basis for attained success?
 - ✓ What resources will you use to successfully attain the goal(s) of the logic model?
 - ✓ Does the partnering school provide useful human capital and play an active role to reach goal attainment? Explain.
 - ✓ How are stakeholders engaged in the planning and responsible for some aspect of attained success?
 - ✓ What timeline will the schools use to determine progress in meeting goal attainment?
 - Outputs
 - ✓ Describe the logic model activities addressing the needs of the partnering school.
 - ✓ As a result of the resources used and accomplished activities, what are the expected quantified outputs?
 - ✓ Is there a quality of service delivery and goal attainment with each activity?
 - Outcomes
 - ✓ Describe the expected short term outcomes of the logic model.
 - ✓ How will the short term outcomes impact the partnering school?
 - ✓ Describe the expected long term outcomes of the logic model.
 - ✓ Are there indicators identified that can monitor long term outcomes?
- ☐ Please include, as an attachment, letters of support from the partnering school and parent representative on the school’s board of trustees or the presiding officer of the lead school’s PTA or PTO. (Not included in page count)

Part C – Growth Index Summary (max. 25 points) (max. pages 3)

- Describe the continuous level and sustained length of growth/proficiency your school has experienced in the last three years related to the proposed logic model.
- Using the District of Columbia Comprehensive Assessment System (**DC CAS**) or other standardized and Public Charter School Board (**PCSB**) approved assessments, describe the percentage of academic achievement gained and the impact on student performance, environmental culture, and/or teaching quality.

Part D - Budget and Narrative (max. 20 Points) (not part of page count)

- Complete the budget form provided in Attachment C. The budget for this application should provide detailed, itemized cost information that reflects personnel and other direct costs.
- Provide a detailed narrative explanation of the proposed project that shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures. Provide a burn rate percentage for the grant expenditures.

SECTION 4. ATTACHMENTS

4.1. Attachment A

Application Cover Sheet			
Local Education Agency (LEA) Name:			
Contact Name:	Title:	Phone:	
Address:		Fax:	
City:	State:	ZIP Code:	
Grant Coordinator <i>if other than contact</i> :		Title:	
Email Address:		Phone:	
Name of Project:	Total Funds Requested: \$	Have you received a CSP dissemination grant before? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Grade Level(s) Currently Served by Charter:		Opening Year of Charter School:	
Project Description:			
Certification/signatures			
I certify to the best of my knowledge, the information contained in this application is correct and complete and that the Local Education Agency Grants Programs, and its representatives, will carry out all program or activity related to Title V, Part B, Subpart 1, Charter Schools Program.			
Printed Name and Title of Authorized Person:			
Signature:		Date (MM/DD/YYYY):	

Include project objectives and provide specific, measurable, attainable, realistic and timely (SMART) project outcomes and performance measures that will result in effective dissemination of the charter school's best practices.

4.2. Attachment B

Project: _____ **(name)** _____ **Logic Model**

Goal:

Inputs	Outputs		Outcomes -- Impact		
	<i>Activities</i>	<i>Participation</i>	Short	Medium	Long

Sample Logic Model

Include project objectives and provide specific, measurable, attainable, realistic and timely (SMART) project outputs, outcomes and performance measures that will result in effective dissemination of the charter school's best practices.

Project: Super School Studies **Logic Model**

Goal: Through a collaborative process Twin Bluff PCS will assist Concord PCS in its effort to raise Reading and Math achievement by 15% in two years.

Inputs <i>In order to accomplish our set of activities we will need the following:</i>	Outputs <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <i>Activities</i> <i>In order to address our issue we will conduct the following activities:</i> </div> <div style="text-align: center;"> <i>Participation</i> <i>In order to execute the stated activities, we need the cooperation of the following</i> </div> </div>		Outcomes – Impact <i>We expect that once completed or underway these activities will produce the following impact.</i>		
			Short	Medium	Long

4.3. Attachment C

Budget RFA # GD0-CSPD-12 PLEASE ALSO ATTACH BUDGET NARRATIVE AS A SEPARATE DOCUMENT.	
BUDGET SUMMARY	
Local Education Agency (LEA):	
Budget Category	Amount Requested
I. Personnel	
II. Contractual Services	
III. Supplies	
IV. Equipment	
V. Travel	
VI. Other	
Total:	\$

BUDGET BREAKDOWN				
I. PERSONNEL				
List all employees to be paid from this project. If part-time, indicate % FTE. Use one line per employee. Use continuation page, if needed.				
Name	Position/Title	Position Grade	FTE (Indicate %)	Total Cost (Salary)
Total Personnel				\$
II. CONTRACTUAL SERVICES				
Type of Service Purchased	Date(s) Service to be Provided	Specify Agency/Vendor or Supplier	Cost	

Total Contractual Services			\$
III. SUPPLIES			
Quantity	Item Name		Total Cost
Total Supplies			\$
IV. EQUIPMENT			
Quantity	Item Name		Total Cost
Total Equipment			\$
V. TRAVEL			
Title of Person Travelling	Destination/Purpose		Total Cost
Total Travel			\$

VI. OTHER EXPENSES

Quantity	Item Name	Total Cost
Total Other Expenses		\$

4.4. Attachment D

Official Intent to Apply Notification (2nd RFA Release)
(To Be Received By OSSE No Later than February 21, 2012 by 5:00 pm)

TO: DC Office of the State Superintendent of Education
810 First Street, NE
9th Floor
Washington, DC 20002
Attention: Matthews Wright, Office of Public Charter School Financing and Support
matthews.wright@dc.gov
Telephone: (202) 727-8320
Fax: (202) 727-2019

RE: Please accept this notification that the following *eligible* organization intends to apply for consideration of funding under the Federal Charter Schools Program Dissemination Grant RFA.

Public Charter School Name: _____

Public Charter School Address: _____

Partner LEA/Collaborators (if any): _____

Contact Person: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____ Date: _____

I will attend the mandatory Pre-Application Conference:

☐ **February 23, 2010** at 810 First Street, NE, 9th Floor Conference Room 9003, Washington, DC 20002, from 10:00 am to 11:30pm.

Number of Attendees: _____

4.5. Attachment E

**Original Receipt
FY 2012 Charter Schools Program Dissemination Grant
GD0-CSPD-12**

The Office of the State Superintendent of Education is in receipt of

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone)

(Fax)

(Project Title)

(Amount Requested)

OSSE USE ONLY:

Please Indicate Time:

_____ Applications with Original

RECEIVED ON THIS DATE _____ / _____ / _____

Received by: _____

RECEIPT SHOULD BE USED ONLY IF YOU CHOOSE TO SUBMIT A HARD COPY APPLICATION. RECEIPT IS NOT NEEDED IF YOU SUBMIT AN APPLICATION VIA EMAIL.

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

4.6. Attachment F

Eligible Public Charter Schools based on 1st RFA Release

The following public charter schools are eligible to apply. These schools have been in operation for at least three (3) full academic years prior to this announcement and have not received a Title V, Part B dissemination grant in the past. Only those that have demonstrated overall success may apply.

Achievement Preparatory Academy PCS
Arts & Technology Academy PCS
Booker T. Washington PCS
Bridges PCS
Capital City PCS
Center City PCS
Cesar Chavez PCS
Community Academy PCS
D.C. Preparatory Academy PCS
Eagle Academy PCS
Elsie W. Stokes PCS
Excel Academy PCS
Friendship PCS
Hope Community PCS
Hospitality PCS
Howard Road Academy PCS
Howard University Middle School (MS) ² PCS
Imagine SE PCS
KIPP DC PCS
Mary McLeod Bethune PCS
Meridian PCS
Paul PCS
Perry Street Preparatory PCS
Potomac Lighthouse PCS
Roots PCS
SEED PCS
St. Coletta PCS
Two Rivers PCS
Washington Latin PCS
Washington Math, Science & Technology PCS
Washington Yu Ying PCS
William E. Doar, Jr. PCS

Eligible Public Charter Schools based on 2nd RFA Release

The following public charter schools are eligible to apply. These schools have been in operation for at least three (3) full academic years prior to this announcement and have not received a Title V, Part B dissemination grant in the past. Only those that have demonstrated overall success may apply.

AppleTree Early Learning PCS

4.7. Attachment G

Agreement to Comply with Assurances

The applicant/awardee shall comply with all applicable federal, state and local laws, rules and regulations and provisions stated therein and herein in the performance of the award should grant funds be awarded. As part of the application requirements, applicant shall sign and submit this form indicating its agreement to comply with the provisions of the application and assurance clauses.

1. **ASSURANCES**
2. **LOBBYING***
3. **DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION ***
4. **ASSURANCES, NON CONSTRUCTION PROGRAMS***
5. **GOVERNMENT WIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE***
6. **CHARTER SCHOOL PROGRAM ASSURANCES FOR SEAs**

Regarding clauses 2, 3, 4, and 5:

These provisions are required when the award involves federal funds. Applicants shall refer to the regulations cited to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying,"; 34 CFR Part 84, Government-wide Requirements for Drug-Free Workplace (Grants) and 34 CFR Part 85 Government-wide Debarment and Suspension (Non-procurement) and the certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of the State Superintendent of Education determines the award.

The title of the application award opportunity: **FEDERAL CHARTER SCHOOLS PROGRAM DISSEMINATION GRANT**

Project Title:

Local Education Agency Information	
Applicant (Legal Name of Agency):	
Mailing Address:	Telephone (Area Code and Number):
Name and Title of Federal Programs' Point of Contact:	Telephone (Area Code and Number):
	Email Address:

I, the undersigned, have read and agree to the applicable assurances and certifications for the federal programs for which the LEA is applying.

The agency named above has authorized me, as its representative, to file these assurances.

_____/	_____/	_____/
Name and Title	Signature	Date Signed

General Assurances

The applicant hereby assures and certifies compliance with all Federal and local statutes, regulations, policies, guidelines and requirements.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
6. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
7. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

Other General Assurances

The LEA assures that for each NCLB program included in this application:

- The LEA recognizes that SEA approval of an application does not relieve the LEA of its responsibility to comply with all applicable requirements;
- Charges for personnel services (payroll) comply with federal requirements, including requirements for proper documentation of payroll records and appropriate time and effort reporting. Salaries and wages of employees chargeable to more than one grant program or cost objective, if applicable, will be supported by appropriate time distribution records;
- Funds will only be used to supplement, and not supplant State and local funds;
- The LEA will have financial management systems, procurement systems, and equipment and inventory management systems that enable the LEA to demonstrate compliance with federal grants management requirements, including the requirement that all expenditures made with federal funds are necessary, reasonable, allocable, and legal; and
- The LEA has read and will comply with:
 - Certification Regarding Lobbying
<http://www.ed.gov/fund/grant/apply/appforms/ed80-013.doc>
 - Disclosure of Lobbying Activities
<http://www.ed.gov/fund/grant/apply/appforms/sflll.doc>

- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions
<http://www.ed.gov/fund/grant/apply/appforms/ed80-014.doc>
- Assurances, Non-Construction Programs <http://www.ed.gov/fund/grant/apply/appforms/sf424b.doc>
- Government wide requirements for Drug-Free workplace <http://www.ed.gov/policy/fund/reg/edgarReg/edlite-part84a.html>

Charter School Program Assurances for State Educational Agencies

As the duly authorized representatives of the applicant we, individually and jointly, do hereby certify and agree to:

- Operate in accordance with the District of Columbia School Reform Act of 1995,” effective April 26, 1996 (Pub. L. No. 104-134; 110 Stat 1321-107; D.C. Official Code 38-1233.01 et seq., is exempt from significant State or local rules that inhibit the flexible operation and management of public schools, but not from any rules relating to the other requirements of this paragraph;
- Is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction;
- Operate in pursuit of a specific set of educational objectives determined by the school's developer and agreed to by the authorized public chartering agency;
- Provide a program of elementary or secondary education, or both;
- Is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
- Does not charge tuition;
- Comply with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and part B of the Individuals with Disabilities Education Act;
- Is a school to which parents choose to send their children, and that admits students on the basis of a lottery, if more students apply for admission than can be accommodated;
- Agree to comply with the same Federal and State audit requirements as do other elementary schools and secondary schools in the State, unless such requirements are specifically waived for the purpose of this program;
- Meet all applicable Federal, State, and local health and safety requirements;
- Operate in accordance with State law; and
- Has a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school.

4.8 Attachment H



Office of the
State Superintendent of Education

2012

Dissemination Grant Application Evaluation Rubric

Applicant:	Total Score:
	Reviewer Initials:

Rating Guidelines: Please circle the appropriate numeric value and total the scores for each sub criteria area. Provide a detailed **Strengths/Weaknesses** comment to justify the score for each sub criteria area and give the total score and general comments at the end of the rubric.

- A – Strong:** Project is specific, and comprehensive. It is complete, detailed, and clearly articulated information as to how the criteria are met. Well-conceived and thoroughly developed ideas.
- B – Limited:** General but sufficient detail. Adequate information as to how the criteria are met, but some areas are not fully explained and/or questions remain. Some minor project inconsistencies and weaknesses.
- C – Deficient :** Inadequate organization and/or development. Provided limited illustration of the key project ideas. Criteria appear to be minimally met, but limited information is provided about approach, activities and strategies. Lacks focus and detail.

Part A	Strong	Limited	Deficient
Eligibility (10 points) Describes parent participation and substantiated progress of student achievement.			
a. Clearly described and provided methods used to achieve substantial parent participation.	5	3	1
b. Provided narrative reflecting the substantiated progress of student achievement.	5	3	1
Strengths/Weaknesses:			
Part B	Strong	Limited	Deficient
Project Need (15 points). Describes the overall need for the project by addressing the following criteria:			
a. Provided specific narrative of the partnering school(s) needs to be addressed by the project, their magnitude or severity, and the approach used to assess the needs.	5	3	1
b. The project reflected the qualitative information and quantitative data to support the needs for the project.	5	3	1
c. Provided a profile of the partnering school, detailed each school's educational programs, and offered a narrative profile of each school's student population.	5	3	1
Strengths/Weaknesses:			

Priority Initiative (25 Points). Provides a comprehensive narrative demonstrating how to meet the partnering schools needs using the priority initiative.			
a. Clearly described the use of best practices to improve student achievement or another priority initiative through a partnership with a public school or public charter school.	10	5	3
b. The priority initiative aligns with the project goal(s) and the activities and outcomes of the logic model.	10	5	3
c. Provided a clear level of accountability for both schools involved in the project.	5	5	3
Strengths/Weaknesses:			

	Strong	Limited	Deficient
3. Logic Model and Narrative (30 points). Describes the goals of the project and aligns with the project needs including the following:			
a. Provided a logic model with measurable outcomes and alignment with inputs, outputs that linked to measurable project objectives.	5	3	1
b. Clearly described the expected short term outcomes and how they would impact the partnering schools performance.	5	3	1
c. Provided a rationale for the proposed project including evidence and/or research supporting the chosen methods, activities, inputs, and outputs in the logic model.	5	3	1
d. Are the “best practices” of the LEA/campus clearly described and aligned with the needs of the partnering LEA? Was it clearly described how the chosen methods would prove to be successful over a continuous period?	5	3	1
e. Discussed how the project is expected to evaluate and disseminate the finished product and/or services.	5	3	1
f. The logic model reflects parent engagement in its design.	5	3	1
Strengths/Weaknesses:			

Part C			
	Strong	Limited	Deficient
Growth Index Summary (25 points). Provides a comprehensive description of the sustained growth, and proficiency including the following:			
a. The lead LEA/campus has achieved Tier 1 or 2 level or received Excellence Award from PCSB.	10	5	3
b. Described how continuous sustained growth/proficiency relates to the proposed logic model.	5	3	1
c. Using the DC CAS or another standardized assessment approved by the PCSB the lead LEA/campus described gained achievement and its impact on student performance, environmental culture, and or teaching quality.	10	5	3
Strengths/Weaknesses:			

Part D			
	Strong	Limited	Deficient
Budget and Narrative (20 points). The Budget and Narrative provide the following:			
a. An itemized budget along with a brief narrative of how the requested funds will be used.	10	3	1
b. A description of how the proposed expenditures are appropriate, reasonable, and necessary to support the project activities and goals.	5	4	2
c. Provided narrative for grant burn rate expenditures.	5	3	1
Strengths/Weaknesses:			

Total Score: () out of **125**

General Comments